



**CITY OF LA PORTE
PARKS AND RECREATION DEPARTMENT
FIELD RENTAL FORM**

NAME OF RENTER: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____ CITY / ZIP: _____

PRIMARY PHONE #: _____

E-MAIL: _____

PURPOSE OF RENTAL: _____

FIELD REQUESTED: _____

FIELD #: _____

DATE(S) REQUESTED: _____

TIME REQUESTED: FROM _____ TO _____

LIGHTS REQUESTED: FROM _____ TO _____

I, the undersigned, have read, understand and received a copy of the Field Rental Rules and Regulations and will comply with the information stated herein.

SIGNATURE OF RENTER: _____ DATE: _____

SIGNATURE OF PARD
REPRESENTATIVE: _____ DATE: _____

*******FOR OFFICE USE ONLY*******

	Receipt No.	Cash/Check#/Visa or M.C.	Amount Paid	Cashier	Date Paid
Rental					
Alcohol					

DRIVER'S LICENSE #: _____

CITY OF LA PORTE PARKS AND RECREATION DEPARTMENT
RENTAL RATE POLICY FOR
LITTLE CEDAR BAYOU SOCCER COMPLEX, DEOTIS GAY SR. MEMORIAL FIELD AT
NORTHSIDE PARK, & FARRINGTON FIELDS

THE RATES HAVE BEEN ESTABLISHED BY ORDINANCE
NO ALCOHOL PERMITTED

- 1) Any person or persons including all civic organizations, church groups, business or industrial groups may reserve any or all of the fields for league or tournament play on a first come first serve basis by paying all necessary fees and deposits.
- 2) All adult fields with the exception of Little Cedar Bayou softball fields are available for practice use for the purpose of team practice or scrimmage games for any person or persons participating in City of La Porte adult softball leagues or adult soccer leagues. Field reservations must be a minimum of 2 hours in length.
- 3) The Little Cedar Bayou Park; soccer fields, and Deotis Gay Sr. Memorial field may be used for practice without lights by the general public when no reservation is present. Fields must be rented if lights are to be used. The Farrington Fields may only be reserved on Mondays and Wednesdays, for practice only.
- 4) Fields may not be rented on the following Holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, Good Friday and Easter Sunday.
- 5) Reservations are on a first come, first served basis. Reservations must be accompanied by Rental Fees at the time of booking. *If more than one date is being reserved, the full amount of all dates must be paid in full at the time of booking.*
- 6) The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the date/dates reserved, or any part, to any person, partnership, company, corporation, club or association without prior written consent by the City of La Porte.
- 7) All rental fees are due at least 2 weeks in advance of rental date in person at the Parks and Recreation Offices between the hours of 8:00 a.m. through 5:00 p.m. located at 1322 S. Broadway, La Porte, Texas. The accommodation of rental reservations made less than one (1) week in advance of the rental date shall be subject to the availability and scheduling of Department staff to work the rental. If reservation is made with less than two (2) week notice providing worker is available, the rental fee and deposit are due by close of business of the next business day, and must be paid in cash. We will make every effort to schedule a caretaker; but we can not allow access to the facilities without a caretaker.
- 8) Cancellations must be made in writing at least 2 weeks prior to reservation date in order to receive a full refund, includes rental fees and deposit. If written notice is not received, no refunds will be made, however, rental fees may be applied to another date, but the deposit will not be refunded or applied to another date. Any group failing to use their reservation without giving proper written notice will forfeit 100% of their rental fees.
- 9) Hours for rental, upon availability, are Sunday through Thursday, 8:00 a.m. til 11:00 p.m.; and Friday through Saturday, 8:00 a.m. til 12 midnight.

10) The City of La Porte reserves the right to cancel and/or reschedule any facility rental for just cause upon due notice including any safety, health or weather emergency, or any inability of the Department to fulfill the rental agreement. Such cancellation by the Department shall entitle the Lessee to reschedule the event to another date pending availability or receive a full refund. Rental rain outs or weather conditions will be determined by the Department Director or designee.

11) Fees established for Little Cedar Bayou Soccer Fields; the Farrington Fields and the Deotis Gay Sr. Memorial Field are as follows:

Tournaments/Leagues: \$60.00 per field per day - Day Use Only
If lights are needed, an additional \$10.00 per hour per field

Hourly Rentals: \$10.00 per hour per field with lights or \$7.50 per hour per field without lights.

Security: It shall be the responsibility of the Director of Parks and Recreation, or his designee, to determine the number of security officers required, if any, for each event and to arrange for such security service. The charge for security service will be the officers prevailing rate and will be in addition to the rental rate.

12) It is the responsibility of the Lessee signing this reservation to restore area to good order. All trash must be bagged and put in dumpster. If the facility is not cleaned, additional fees will be charged prior to future reservations.

13) The City of La Porte reserves the right to refuse rental of the fields to any person, firm, or group, for lewd or immoral purposes, or when the activities of such group may reasonably be expected to result in a breach of the peace, or cause a threat to public health or safety.

14) The City of La Porte has a Noise Ordinance # 271, regulating any mechanical or electrical device, machine, apparatus or instrument to intensify or amplify or to reproduce the human voice or any other sound on any public street within the corporate limits of the City of La Porte or in any building or on any premises in said City. Beat frequency or shrillness shall not exceed 78 decibels at City property boundary lines. A permit is required and can be purchased for \$5.00 at Code Enforcement Department located in City Hall.

15) Lessee must exit the field promptly at the end of their rental time. No exceptions.

Ball field Rental Policy

NOTE: IF THE PARKS & RECREATION EMPLOYEE DOES NOT REPORT FOR DUTY, CONTACT THE POLICE DISPATCH AT 281-471-2141, AND THEY WILL CONTACT THE PROPER AUTHORITY.

ANY EXCEPTIONS TO THE ABOVE POLICIES MUST BE MADE IN WRITING AND APPROVED BY THE DIRECTOR OR AUTHORIZED REPRESENTATIVE. NO VERBAL AGREEMENT FOR THE USE OF THE CENTERS SHALL BE BINDING UPON EITHER PARTY TO THE AGREEMENT.

THE CITY OF LA PORTE RESERVES THE RIGHT TO CHANGE BOTH THE LEASE AMOUNT AND/OR SECURITY AMOUNT FOR ANY RATE CHANGES THAT OCCUR BETWEEN THE DATE OF THIS LEASE AGREEMENT AND NINETY (90) DAYS BEFORE THE DATE LEASED.

Please sign below acknowledging that you have read and understand these guidelines.

LESSEE SIGNATURE

DATE

PARKS & RECREATION REPRESENTATIVE SIGNATURE

DATE

DATE OF EVENT(S)

Revised 5/2014